



## EMPLOYMENT OPPORTUNITY

*CLH currently invites applications for the following position:*

**Position** Staff Accountant

**Location** Michigan City, Indiana

**Responsibilities** Responsibilities include, among others:

- Perform a wide range of accounting, auditing, and tax activities
- Prepare tax returns for corporations, partnerships, and individuals
- Prepare financial statements and other analytical reports
- Ensure compliance with regulatory authorities
- Act as a financial consultant in a range of areas, including strategic planning, budget development, tax planning, etc.

**Qualifications, Certifications**

- Bachelor's degree/Master's degree
- Strong organizational, planning and problem-solving skills
- Basic knowledge of accounting functions and related concepts
- Ability to work independently and as a team member
- Attention to detail and thorough documentation, especially where the accuracy and timeliness of data are critical
- Proficiency in Excel, Word, and general accounting software

**Compensation** Commensurate with experience, including full benefits package

**Application** *Submit the following documents:*

- Letter of interest
- Resume
- References

*via email to:*

[srussell@clh-cpa.com](mailto:srussell@clh-cpa.com)

Stephanie Russell

Human Resources Department

*CLH is an Equal Opportunity Employer.*